



Post Office Box 309, Boonville, NC 27011  
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 Serving: Davie, Stokes, Surry, and Yadkin Counties

<b>To:</b>	<ul style="list-style-type: none"> <li>Interested Persons</li> <li>N. C. Dept. of Commerce – Workforce (ESC)</li> <li>Local YVEDDI Service Centers</li> <li>Surry Community College (Rachel Hiatt) <a href="mailto:hiattr@surry.edu">hiattr@surry.edu</a></li> </ul>
<b>From:</b>	<p>Kathy Payne, Executive Director <i>Kathy Payne</i>          Lisa Money, Senior Enrichment Director</p>
<b>Date:</b>	March 21, 2016
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Senior Enrichment Nutrition Specialist</b>
<b>Location Address:</b>	215 Jones School Rd. Mt. Airy, NC 27030
<b>Work Schedule:</b>	Generally Monday – Friday 8:00 a.m. – 4:30 p.m.
<b>Wage Range:</b>	\$10.60 - \$15.63 per hour
<b>Starting Date:</b>	April 04, 2016
<b>Job Objective:</b>	<ul style="list-style-type: none"> <li>Must be sensitive to and responsive to clients in greatest need of assigned services such as Transportation, Legal Services, Congregate, and Home Delivered Meals.</li> <li>Must be able to communicate effectively with clients and personnel from other programs and agencies.</li> <li>Must be able to schedule and organize time.</li> <li>Must have knowledge of services available through other agencies in order to make referrals to proper agencies.</li> <li>Must hold valid driver's license and access to personal vehicle for use at work.</li> <li>Must be able to complete records and reports.</li> <li>Must be able to complete the Job Functions as listed on the Job Description.</li> <li>Must be able to conduct periodic evaluations of services for participants and service providers.</li> <li>Must be able to monitor services delivery for compliance.</li> <li>Must maintain close cooperative working relationships with services providers.</li> </ul>
<b>Education Requirements:</b>	High school diploma or equivalent required. Some knowledge of nutrition and experience working with senior adults preferred.
<b>Close Out Date</b>	Until Filled
<b>Contact:</b>	Lisa Money, Senior Enrichment Director <a href="mailto:lmoney@yveddi.com">lmoney@yveddi.com</a> Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>

EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER